

## **Job Title: Lead Teacher – Autism Career Training**

**Location:** 4030 Dream Vly Rd, Franklin, TN 37064

**Program:** Autism Career Training

**Schedule:** Monday–Friday, 8:15 AM – 3:45 PM

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### **Position Summary:**

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### **Key Responsibilities**

#### **Trainee Care & Safety:**

- Promote the physical, emotional, and behavioral well-being of each trainee.
- Encourage autonomy, independence, and choice-making across daily routines and structured activities.
- Communicate regularly with SLPs, BCBAs, and other team members to ensure consistency and quality of care.

#### **Teaching Responsibilities:**

- Develop and implement daily lesson plans aligned with trainee goals and program objectives.
- Prepare learning materials and provide classroom structure to meet a variety of learning needs.
- Create, maintain, and update individual service plans (ISPs) and documentation.
- Lead effective communication with parents and caregivers, including phone calls, written updates, and meetings.
- Collaborate daily with program staff to coordinate instruction, behavioral supports, and transitions.
- Facilitate parent-teacher conferences

- Provide instruction in independent living skills, pre-vocational tasks, and behavior management techniques.
- Supervise and delegate responsibilities to co-teachers and support staff as needed.

**Staff Member Responsibilities:**

- Represent ACT with professionalism, respect, and commitment both within the center and in the community.
  - Follow all organizational policies, procedures, and safety guidelines.
  - Contribute positively to team culture and uphold organizational values through collaboration, flexibility, and a growth mindset.
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**Qualifications:****Required:**

- Bachelor's degree in Special Education, Education, Psychology, or a related field.
- Experience working with individuals with autism or developmental disabilities.
- Strong interpersonal, organizational, and communication skills.
- Ability to work as part of a multidisciplinary team.

**Preferred:**

- Teaching license or certification in Special Education.
  - Experience with ABA strategies, behavior support planning, or data collection.
  - Familiarity with transition-aged youth or young adult programming.
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**Physical & Environmental Requirements:**

- Ability to actively engage with students (including standing, bending, lifting up to 25 lbs).
- Work is primarily in classroom/center based setting

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**ACT is an equal opportunity employer and is committed to diversity, inclusion, and the empowerment of all staff and trainees.**